



UKG Dimensions Desk Aid: Edit Employee Schedule

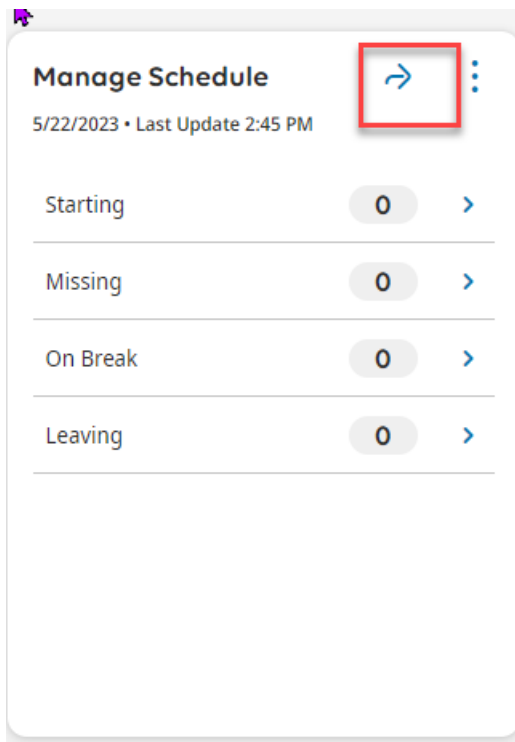
This desk aid explains how you can edit an assigned schedule forever or for a short period of time for your direct report.

About Editing an Assigned Schedule

- An assigned schedule can be changed if the employee wants to or the supervisor needs to make a long term, short term or holiday week schedule adjustment.
- When changing a schedule, this **MUST** be updated in UKG to start the beginning of the employee's next pay cycle to not interfere with timecard calculations

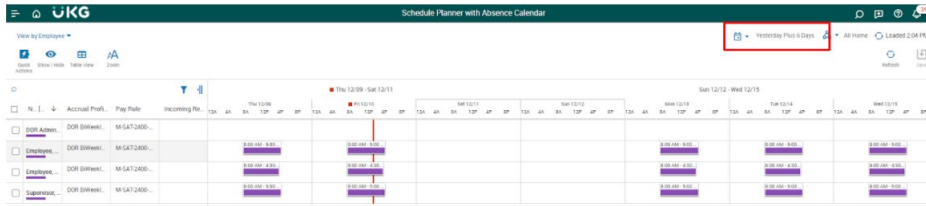
To edit an employee's assigned schedule:

As a supervisor, from the **Manage Schedule** tile select the **Full Schedule** blue arrow link at the top of the tile on your homepage and follow these steps:



Changing the assigned schedule:

1. From the **Schedule Planner Window**:



- When in the **Schedule Planner** window, make sure the **Schedule Period** is set to the effective date you want to edit the employee's schedule. This is important if editing the schedule outside of the current schedule period.
- Right-click on the employee's name that you need to edit their schedule.
- Select **Schedule Pattern**.



- In the **Schedule Pattern** window:
 - If the employee does not have a **Schedule Pattern** assigned, refer to the **Assign Employee Schedule** desk aid.
 - To edit an employee's current assigned **Schedule Pattern**, click on **Add New Pattern** to fill in the **Schedule Pattern** options.

New Pattern
11/01/2021-Forever

+ Add New Pattern

Start Date*
11/01/2021

End Date*
☒ Forever
☐ Specify Date

Define Pattern For*
1 Week(s)

Start Pattern On*
Week 1

No.	Sunday	Monday	Tuesday
1		8:00 AM - 5:00 PM	8:00 AM - 5:00 PM

2. Fill in **Schedule Pattern** options:

- Specify a **Start Date** and under **End Date**, select **Specify Date** OR **Forever** to indicate the effective period of the pattern.
- In the **Define Pattern For** field, specify the length of the cycle that repeats (in days or weeks) **if applicable**.
- Click **Override Other Patterns**. **NOTE:** If the date you are trying to select is not available, refer back to step 1a.
- Add the **Schedule Pattern** for each day the employee needs to be scheduled to work, then click **Apply**.

New Pattern 11/01/2021-Forever

New Pattern 12/12/2021-Forever

+ Add New Pattern

Start Date* 12/12/2021

End Date* ☒ Forever ☐ Specify Date

Define Pattern For* 1 Week(s)

☒ Override Other Patterns

Start Pattern On* Week 1

No.	Sunday	Monday	Tuesday
1		6:00 AM - 6:00 PM	5:00 AM - 4:00 PM

- The **Schedule Pattern** glance closes, and the pattern is applied for the loaded period with asterisks to indicate it is not yet saved.

New Pattern 11/01/2021-Forever

+ Add New Pattern

Start Date* 11/01/2021

End Date* ☒ Forever ☐ Specify Date

Define Pattern For* 1 Week(s)

Start Pattern On* Week 1

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	

Cancel Apply

- On the schedule planner page, click **Save**.

Schedule Planner with Absence Calendar

Yesterday Plus 6 Days All Home Loaded 8:14 AM

Refresh Save

Changing the employee's schedule for a holiday week:

NOTE: If an employee is on a Flex Schedule (4) 10 hour days or (4) 9 hour days and ½ day, the supervisor can adjust the holiday work week schedule to (5) 8 hour days. Update the schedule for the entire week, the 8 hour holiday time is deducted on the timecard.

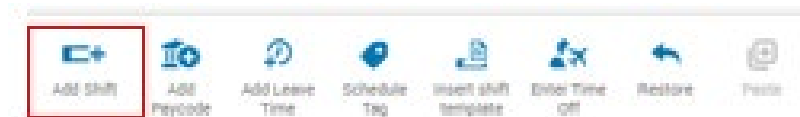
- From the **Manage Schedule** tile select the **Full Schedule** blue arrow link at the top right of the tile on your homepage and follow these steps:
 - Locate the employee that needs the work week schedule adjustment for a holiday week.
 - Navigate to the holiday week by using the **Select Timeframe** button and **Select Range**.

- c. Enter the **Start** and **End** dates and click **Apply**.

- d. From the **Schedule Planner** window, locate the employee that you want to make the holiday week updates to.

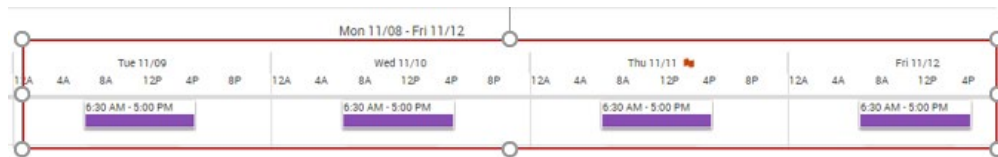
	Name	[0/1593]	↓	Accrual Profil.	Pay Rule	Incoming Re...	Mon 11/08	Tue 11/09	Wed 11/10	Thu 11/11	Fri 11/12
<input type="checkbox"/>	LINO, MICHAEL			DOR Monthl...	M-SAT2400-EXEMPTN-60AD-PS						
<input type="checkbox"/>	MCALIFFE, MICHAEL T			DOR Monthl...	M-SAT2400-EXEMPTN-60AD-PS						
<input type="checkbox"/>	MEDINA, MICHAEL A			DOR Monthl...	M-SAT2400-NWOTC-N-30AD-PS						
<input type="checkbox"/>	MOLINARO, MICHAEL J			DOR Monthl...	M-SAT2400-EXEMPTN-60AD-PS						
<input type="checkbox"/>	MORRISON, MICHAEL R			DOR Monthl...	M-SAT2400-NWOTC-N-60AD						
<input type="checkbox"/>	PALMISANO, MICHAEL			DOR Monthl...	M-SAT2400-EXEMPTN-60AD-PS						
<input type="checkbox"/>	PAYNE, MICHAEL E			DOR Monthl...	M-SAT2400-EWOTC-N-60AD-PS						
<input type="checkbox"/>	PHUNG, MICHAEL D			DOR Monthl...	M-SAT2400-NWOTC-N-60AD						
<input type="checkbox"/>	RICHARDSON, MICHAEL			DOR Monthl...	M-SAT2400-NWOTC-N-30AD		7:00 AM - 5:30 PM	7:00 AM - 5:30 PM	7:00 AM - 5:30 PM	7:00 AM - 5:30 PM	

- e. Assign the temporary holiday schedule by adding a 5 day schedule to include their lunch deduction from this window. **NOTE:** This will change the assigned schedule for that work week only.
- i. Right click on the empty cell for that week's work schedule and click **Add Shift**.

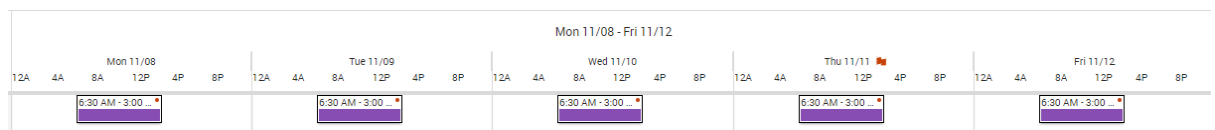


- ii. From the Add Shift window, enter **Start** and **End Times** under **Regular** in that window.

- f. To modify the rest of the scheduled work week:
 - i. One at a time; double click on the remaining cells that have the assigned schedule to open the **Edit Shift** window.



- ii. Update the Start and End times under Regular as shown above to match the temp schedule you added for the empty cell. Click **Apply**
- iii. Repeat for the remaining days in that work week to round out the schedule to calculate a 40 hour work week.



- iv. Click **Save**.

